



# City of Austin

## Short-Term Rental (STR) FAQ's

### ORDINANCE #20130926-144

approved on September 26, 2013 amended City Code Chapters 25-2 and 25-12 which provide for the regulation, monitoring and licensing of short-term rentals (STRs).

### SHORT-TERM/ VACATION RENTALS

are the rental of a residential dwelling unit or accessory building on a temporary basis for periods of less than 30 consecutive days.

The Austin City Council passed an ordinance effective October 1, 2012, requiring registration of short-term rental properties.

#### HOW LONG IS THE SHORT-TERM RENTAL OPERATING LICENSE VALID FOR?

The Short-Term Rental Operating License is valid for 12-months from the time of approval and may be renewed on an annual basis.

#### IS MY SHORT-TERM RENTAL LICENSE TRANSFERABLE?

The Short-Term Rental Operating License is non-transferable per Ordinance #20120802-122, "a license may not be transferred and does not convey with the sale or transfer of the property".

#### HOW MUCH IS THE SHORT-TERM RENTAL LICENSING AND NOTIFICATION FEE?

The Short-Term Rental licensing fee is \$235.00. There is also a notification cost of \$50.00 from the Planning & Development Review Department to notify adjacent neighbors as outlined in the amended ordinance. A total of \$285.00 is due at the time your application is submitted.

#### ARE THERE PAYMENT OPTIONS FOR THE LICENSING AND NOTIFICATION FEE?

The \$235.00 licensing fee and \$50.00 notification fee must both be paid in full via cash, check, or money-order, payable to: the City of Austin, Code Compliance Department. At this time the program does not accept credit cards or online payments and exact change is required for cash payments.

#### WHERE DO I GET A CERTIFICATE OF OCCUPANCY AND IS THERE A FEE?

A Certificate of Occupancy, or "CO", can be obtained at no cost from the City of Austin, Building Inspections Division located at: One Texas Center, 505 Barton Springs Road, 3rd Floor or by calling 512-978-4000, press 2, then press 3.

#### IF I DO NOT GET A "CO", WHERE DO I GO FOR AN INSPECTION INSTEAD?

An inspection can be provided by a professional inspector certified by the Texas Real Estate Commission or a Residential Combination Inspector certified by the International Code Council. This is the only license or certification currently accepted for the inspection and issuance of the Operation License.

#### WHERE DO I TURN IN MY APPLICATION & DOCUMENTS?

To submit your application, please make an appointment by calling 3-1-1 or visit us Monday through Friday between 9 a.m. and 3 p.m. The City of Austin, Code Compliance Department is located at: 1520 Rutherford Lane, Building One. At this time we are not accepting applications via mail or electronically.

#### DOES PROOF OF HOTEL OCCUPANCY TAX APPLY TO EVERYONE?

Every person owning, operating, managing, controlling, or collecting payment for occupancy in any hotel (or short-term rental) shall collect the Hotel Occupancy Tax from their guests for the City.

#### WHERE DO I PAY MY HOTEL OCCUPANCY TAX?

You may call the City of Austin, Financial Services: Controller's Office at 512-974-2590, then press 1, or email: [hotels@austintexas.gov](mailto:hotels@austintexas.gov).

#### WHAT IF I DON'T GET A LICENSE FOR MY SHORT-TERM RENTAL?

Failure to register is equivalent to operating without a license and may result in enforcement action, including citations.



Short-Term Rental Licenses are monitored and issued by the City of Austin Code Compliance Department

# City of Austin

## Short-Term Rental Resources



### CITY OF AUSTIN, FINANCIAL SERVICES: CONTROLLER'S OFFICE

#### Hotel Occupancy Tax Information, Forms & Instructions

- **Email:** [hotels@austintexas.gov](mailto:hotels@austintexas.gov)
- **Address:** 124 W. 8th Street, Suite 140
- **Phone:** 512-974-2590, press 1
- **Website:** [www.austintexas.gov/department/hotel-occupancy-taxes](http://www.austintexas.gov/department/hotel-occupancy-taxes)

### CITY OF AUSTIN, PLANNING & DEVELOPMENT REVIEW DEPARTMENT (PDRD) BUILDING INSPECTION DIVISION (BID)

#### Certificates of Occupancy

- **Address:** One Texas Center, 505 Barton Springs Road, 3rd Floor
- **Walk-In Hours:** Monday - Friday; 7:30 a.m. to 3:30 p.m.
- **Phone:** 512-978-4000, press 2, then press 3
- **Website:** [www.austintexas.gov/department/building-inspections](http://www.austintexas.gov/department/building-inspections)

### CITY OF AUSTIN, CODE COMPLIANCE DEPARTMENT

#### Short-term Rental Operating License

- **Email:** [STRlicensing@austintexas.gov](mailto:STRlicensing@austintexas.gov)
- **Address:** 1520 Rutherford Lane, Building One
- **Mailing Address:** PO 1088, Austin, TX 78767
- **Walk-In Hours:** Monday - Friday; 9:00 a.m. to 3:00 p.m.
- **Phone:** 3-1-1
- **Website:** [www.austintexas.gov/STR](http://www.austintexas.gov/STR)

### TEXAS REAL ESTATE COMMISSION (TREC)

#### Professional Inspector \*

- **Website:** [www.trec.state.tx.us/inspector](http://www.trec.state.tx.us/inspector) (on the left side of the webpage under Inspector Info, click on Find Inspectors by City, then select Austin).

### INTERNATIONAL CODE COUNCIL (ICC)

#### Certified Residential Combination Inspector \*

do a web search for **home inspectors** and when contacting a company, verify the inspector holds this certification and the certification is current.

### QUESTIONS & ADDITIONAL INFORMATION:

email:

[STRlicensing@austintexas.gov](mailto:STRlicensing@austintexas.gov)

or call: **3-1-1**

\* The STR inspection checklist must be completed and a copy of the receipt for the service must be attached to the inspection.